

Agreement Between
The Yarmouth School Committee
And
Local 2010, Council 93

July 1, 2013 to June 30, 2016

Table of Context

ARTICLE 1. RECOGNITION	page 3
ARTICLE 2. DUES.....	page 3
ARTICLE 3A. DEFINITIONS.....	page 3
ARTICLE 3B. HOURS OF WORK.....	page 4
ARTICLE 4. REST PERIODS.....	page 6
ARTICLE 5. MEAL PERIOD.....	page 6
ARTICLE 6. PAID HOLIDAYS.....	page 6
ARTICLE 7. SICK LEAVE.....	page 7
ARTICLE 8. SENIORITY.....	page 10
ARTICLE 9. LAY OFF.....	page 11
ARTICLE 10. RATE ADJUSTMENT.....	page 12
ARTICLE 11. WAGES.....	page 12
ARTICLE 12. VACATIONS.....	page 12
ARTICLE 13. PAID AND UNPAID LEAVES.....	page 13
ARTICLE 14. CALL TIME.....	page 14
ARTICLE 15. OVERTIME AND OTHER SPECIAL RATES OF PAY	page 14
ARTICLE 16. INSURANCE AND RETIREMENT.....	page 16
ARTICLE 17. DISCIPLINE AND DISCHARGE	page 18
ARTICLE 18. SETTLEMENT OF DISPUTES	page 18
ARTICLE 19. JURY DUTY	page 19
ARTICLE 20. WORK RULES	page 20
ARTICLE 21. MANAGEMENT RIGHTS	page 22
ARTICLE 22. SAVINGS CLAUSE	page 22
ARTICLE 23. NO STRIKE	page 22
ARTICLE 24. UNIFORMS AND PROTECTIVE CLOTHING	page 22
ARTICLE 25. MILEAGE REIMBURSEMENT	page 22
ARTICLE 26. DURATION OF AGREEMENT	page 23
Wage Scale	page 24
Addendum 1	page 27
Side Letter	page 28

AGREEMENT
Between
Yarmouth School Department
and
Local 2010, Council 93
American Federation of State, County & Municipal Employees, AFL-CIO

The AGREEMENT is entered into by the Yarmouth School Department, hereinafter referred to as the Employer, and Local 2010, Council 93, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union. The parties agree as follows:

ARTICLE 1. RECOGNITION

Section 1. The Employer recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours and other conditions of employment for the following: custodians, bus drivers, bus driver/mechanic, bus driver/custodians, maintenance assistant, painter, assistant transportation coordinator/driver/mechanic, secretary, cooks/managers, school nutrition workers, school nutrition delivery person, school nutrition manager/bookkeeper, driver/clerical.

ARTICLE 2. DUES

Section 1. The Employer agrees to deduct the Union membership dues from the pay of any employee who voluntarily authorizes the Employer to do so, in writing. The amounts to be deducted shall be certified to the Employer by the treasurer of the Union, and the aggregate deductions of all employees shall be remitted, together with an itemized statement, to the treasurer by the 15th of the succeeding month after such deductions are made. This authorization shall be irrevocable during the term of this agreement, but thirty(30) days prior to the termination of the contract, an employee may terminate the dues deductions. The Union shall indemnify, defend and hold the Employer harmless against any claims made and against any suits instituted against the Employer because of payroll deduction of said dues. The Union agrees to refund the Employer any amounts paid to it in error on account of the payroll deduction provision upon presentation of proper evidence thereof.

ARTICLE 3A. DEFINITIONS

Union shall refer to the American Federation of State, County and Municipal Employees, Council 93, Local 2010-00, AFL-CIO.

Employee shall refer to all personnel in the bargaining unit.

Employer shall refer to the Yarmouth School Committee/School Department.

Probationary period: shall apply to all new employees. It shall mean 260 continuous regularly scheduled compensated work days including paid leave days in the same position. Breaks due to the school calendar, holidays, emergency days, and unpaid approved leave days will not be counted as disruptions to the continuity of the period.

Probationary employee shall refer to any employee serving a probationary period.

Permanent employee shall refer to any employee who fills a bargaining unit position and who has completed any required probationary period.

Evaluation period shall apply to employees who transfer to or accept a promotion to another position within the Bargaining Unit. It shall mean 45 continuous business days in the same position. Breaks due to the school calendar, holidays, emergency days, and unpaid approved leave days will not be counted as disruptions to the continuity of the period. During this time, the employee shall demonstrate that he/she can meet the requirements of the job description, and when the employee cannot, the employee shall be returned to his/her previously held position. During the 45 consecutive days from date of voluntary transfer or promotion the employee may elect to return to his/her previous position.

12 month refers to employees who work a period beginning July 1 through June 30.

School year refers to employees who work a year based upon student days plus additional days as defined in article 3B.

Temporary Opening: Any opening for a position within the unit to fill a short-term need for a period not to exceed six months. The Union and the Employer may mutually agree to extend the temporary opening. A temporary opening is not subject to Article 8, Section 5 "Promotions and Transfers" and persons who fill a temporary opening shall have no rights under this contract. (no benefits)

Long-Term Substitute: Any person who fills a position vacated by a permanent employee where the permanent employee has conditional rights to return to the position. The Long-Term Substitute position shall be for a specified period of time and shall be subject to the probationary period specified in this contract and all other terms of this contract.

Classification: a job title

Immediate family or household: shall mean natural, in-law, grand, step relationships, significant other, and relationships where the employee is responsible for primary care.

ARTICLE 3B. HOURS OF WORK

Section 1. The work week for 12 month bus drivers, custodians and mechanics shall consist of five (5) consecutive eight-hour days, Monday to Friday inclusive, except for the late-out shift (11:00 to 7:30 and 12:00 to 8:30) which will be Sunday to Thursday during the school year. During the summer vacation period, the work week will be Monday through Friday.

Section 2. The work week day for 12 month bus drivers, custodians and mechanics shall consist of eight consecutive hours of work, **plus a regular unpaid meal break of one half hour to one hour and 45 minutes, as determined by the employer**, within the 24-hour period during the school year. Shifts may begin at varying times; however, the 24-hour period commences at the beginning of each shift. During the summer, the day may begin at 6:30 a.m., Monday through Friday and end at 3:30 p.m., Monday through Thursday and will end at 12:30 p.m. on Friday. A half-hour lunch period will be observed during the summer period, Monday through Thursday.

At the employer's discretion, all custodians and bus driver custodians who normally work the night shift may work the night shift two weeks prior to the first student day of the school calendar year. The shift will consist of four (4) ten hour days, Monday-Thursday. If it is necessary to cover Monday - Friday the Maintenance Supervisor will schedule four (4) ten hour days Monday - Thursday or Tuesday - Friday and assign the shift according to seniority. The shift will end no later than 1:00 a.m.

Section 3. The work week for secretaries shall consist of five (5) consecutive days, Monday through Friday inclusive.

Section 4. The work day for secretaries shall consist of no more than eight (8) consecutive hours of work within the 24-hour period beginning no earlier than 6:00 a.m. and ending no later than 5:30 p.m. Said hours shall be adjusted on an individual basis.

Section 5. The work week for school nutrition workers shall consist of consecutive days for full time employees. Said hours are to be determined and scheduled by the Director of School Nutrition. The hours are to be worked between the hours of 6:30 a.m. to 3:30 p.m. The supervisor is to post the schedule of hours on the bulletin boards.

Section 6. The work day shall consist of consecutive hours for said school nutrition workers.

Section 7. All employees not covered by Sections 1 through 6, will be expected to work the hours determined most convenient to the Employer.

Section 8. An employee will not be required to start a different shift sooner than eight (8) hours after the end of his/her regular shift. However, on prearranged days, the Employer may require all or part of the employees to start a shift at the same time.

Section 9. Work year

A. The work year for 12 month custodians, bus driver custodians, and secretaries begins on July 1 and ends on June 30.

B. The work year for school year secretaries shall equal total student days plus 20 additional work days to be scheduled by the principal by June 30 of the prior year.

C. The work year for the school nutrition manager/bookkeeper and the school year bus driver/clerk shall be equal to total student days plus 20 additional days to be scheduled by their immediate supervisors by June 30 of the prior year.

D. The work year for school year bus drivers and school nutrition workers shall be total student days plus one additional day to be scheduled by their immediate supervisor by June 30 of the prior year.

E. The work year for the school nutrition managers shall be total student days plus up to four additional days to be scheduled by their immediate supervisor by June 30 of the prior year.

F. Mandatory additional days: school nutrition workers, school nutrition managers, and school year bus drivers may be required to attend training and certification programs required by law in addition to the specified work year.

ARTICLE 4. REST PERIODS

Section 1. All employees who work a half shift in excess of 3 1/2 hours shall be eligible for a 15-minute paid rest period which shall be scheduled at the middle of the half shift whenever feasible. The rest period shall not interfere with assigned work and shall be taken at an appropriate time and place on the job site or where the employee may be at the time of the rest period. During the summer, employees working a half shift on Fridays will be eligible for two, 15 minute break periods in recognition of possible adverse working conditions.

ARTICLE 5. MEAL PERIOD

Section 1. All employees shall be granted a lunch period of not more than one hour during each work shift at the time convenient to the Employer.

Section 2. Whenever a bus driver has an out-of-town trip involving any activity, he/she shall be reimbursed for the cost of meals, with a limit of five dollars (\$5.00) per meal for breakfast, seven dollars (\$7.00) per meal for lunch, and a limit of fifteen dollars (\$15.00) per meal for dinner. Receipts are required.

ARTICLE 6. PAID HOLIDAYS

Section 1. Employees must work 25 or more regular hours per week to be eligible for paid holidays.

The following holidays shall be recognized and observed as paid holidays: (see addendum for exceptions)

CAFETERIA WORKERS

Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
New Years' Day
Martin Luther King Day
President's Day
Memorial Day
Patriots Day

ALL OTHER EMPLOYEES

*Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Day After Thanksgiving or Christmas
Christmas Day
New Year's Day
Martin Luther King Day
President's Day
Patriot's Day
Memorial Day

*Independence Day is not a paid holiday for school-year employees. School year employees shall be paid for Independence Day if they are working in their regular school year assignment two work days prior to the date recognized as a holiday for Independence Day.

If requested by the Employer, the Employer and the Union may mutually agree to substitute another day for any holiday in conflict with any school schedule adopted at any time during the period of this agreement. Eligible employees shall receive one day's pay for each of the holidays listed above on which they perform no work. Whenever any of the holidays listed above shall fall

on a Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above shall fall on Sunday, the succeeding Monday shall be observed as the holiday.

Section 2. Employees shall be eligible for holiday pay under the following conditions: The employee worked his/her last scheduled workday prior to the holiday unless he/she is excused by the Employer, or he/she is absent for any reasonable purpose. The Employer and the union shall mutually agree upon reasonable purpose in each case. Reasonable purpose shall include illness; it need not be mutually agreed upon. If a holiday is observed on an employee's scheduled day off or during his/her vacation, he/she shall have the option to either another day off or a day's pay. Employees who have established seniority, but who are on inactive status due to layoff or sick leave that commenced less than thirty (30) workdays prior to the week in which the holiday occurs, shall receive pay for each holiday.

Section 3. Eligible employees, who perform no work on a holiday, shall be paid their regular day's pay. Eligible employees whose regular workday differs from the standard eight-hour day, shall be paid their current hourly rate of pay times the number of hours in their regular workday.

Section 4. If an eligible employee works on any of the holidays listed herein, he/she shall be paid time and one-half for all hours worked in addition to the holiday pay. In lieu of time and one-half, the employee may, upon mutual agreement, take a compensatory day off at a time agreeable to the Employer.

ARTICLE 7. SICK LEAVE

Section 1-A. Employees must work 25 or more regular hours per week to be eligible for paid sick leave. See addendum for exceptions

Section 1-B. Eligible employees contracting or incurring any sickness or disability, which renders such employee unable to perform the duties of his/her employment, shall receive full pay for sick leave. In the event that sick leave is advanced and worker's compensation insurance is retroactively paid, the employer will deduct the worker's compensation benefit from the employee's future earnings and restore an equivalent number of sick hours to the employee's accumulated sick leave. Hours absent shall be deducted from accumulated sick leave in hourly increments.

Section 2. Eligible employees shall accrue one and one-half days of sick leave for each month of service. Sick leave shall be earned by an employee for any month in which the employee is compensated for ten (10) or more days of work not to exceed fifteen (15) days per year for school-year bus drivers, school nutrition workers, and school nutrition managers; 16.5 days for school year secretaries, school nutrition manager/bookkeeper, and driver/clerical; eighteen (18) days per year for 12 month employees. Days shall be accrued in hours. Example: 18 days x 8 hours = 144 hours divided by 12 months = 12 hours per month.

Section 3.

A. Eligible employees shall start to earn sick leave from their date of hire. See Addendum 1

B. All eligible employees may accumulate a maximum of seventy five (75) days of sick leave. They shall be compensated in cash for one-half of any accumulated, unused sick leave, not to exceed 30 compensated days, when they are permanently separated from employment as a result of retirement or death.

C. Employees may accumulate sick leave from the date of hire within the school department.

D. Eligible employees shall be compensated in cash for one-half of any accumulated unused sick leave, not to exceed 1/2 of 60 accumulated sick days, when they are permanently separated from employment as a result of retirement or death. This benefit will also be paid to employees in the event of voluntary separation after 5 years of continuous service for those employed before 7/1/83. All employees engaged after 7/1/83, must have ten (10) years of continuous service to qualify for accumulated sick pay benefit. In the event of death, payment is to be made to the estate of the employee. The amount of payment for all unused sick leave is to be calculated at the employee's rate of pay in effect on the pay day immediately preceding the employee's separation. Retirement refers to those employees who retire under the Maine State Retirement System and/or Social Security.

Payment shall be made in the last paycheck prior to retirement if the employee notified the superintendent, in writing, of his/her intent to retire on or before February 1 of the previous year.

Section 4. The Employer may require a statement to substantiate any absence beyond a three consecutive workday period due to illness or disability. This statement is to be provided by the physician of the employee's choice. The Employer will reimburse the employee for this expense, not to exceed the school physician's rate.

Section 5 An eligible employee who finds he/she must be absent due to illness of a family member may report such absence as a family sick day with a limitation of no more than six (6) family sick days to be taken in one year. Family sick days will be charged against an employee's accumulated sick leave.

Section 6. Sickness and medical disability connected with or resulting from pregnancy may be charged to available sick leave while employed by the Yarmouth School Department.

Section 7. Sick Bank
Catastrophic Medical Emergency-Chronic Illness Leave Plan

- (1) A catastrophic medical emergency-chronic illness leave plan ("CME-CI") is to be jointly administered by the School Committee and/or its designee and representatives of the Union.
- (2) Each employee who wishes to become a member of the plan shall convert two days from his/her sick leave each year to CME-CI. The days will be translated into hours according to the employees work day. An employee may withdraw CME-CI leave from the pool subject to the following terms and conditions:
 - (a) The employee has indicated a desire to participate by converting two days of accumulated sick leave to CME-CI.
 - (1) Permanent employees will receive the appropriate form and explanation with the last check in May and must return it by the end of the school year in June.

- (2) New staff will receive the form and explanation after successfully completing a twelve month probationary period. They must submit the form within two weeks of the dating of issuance.
 - (b) The CME-CI MEMBER must exhaust all annual and accumulated sick leave prior to withdrawals from the CME-CI leave pool.
 - (c) The CME-CI MEMBER must be unable to return to suitable employment with the district because of a catastrophic medical emergency or a chronic illness.
 - (d) The employee must supply, in all cases, a physician's statement certifying his/her medical incapacitation and submit a form prepared by the Board and the Association to be completed by the physician which certifies that the incapacitation meets the definition and criteria of CME-CI.
- (3) CME-CI members using CME-CI leave from the plan will not have to replace these days except as a contributing member as indicated in #5 below.
 - (4) Sick leave days converted to CME-CI leave plan may not be withdrawn if the member, at a later date, leaves the school system or wishes to withdraw membership.
 - (5) A CME-CI member who uses the CME-CI leave plan must become a member the following year.
 - (6) Restrictions:
 - (a) Upon application and approval of the joint committee, a member may withdraw a maximum of forty-five days from the pool, except that no CME-CI member may withdraw days from the pool in excess of the number produced by multiplying the number of years such member has been employed by the district times 12 when such resulting number is less than 45.
 - (b) Since the CME-CI leave is separate, more narrow in scope, and distinct from the sick leave benefits provided by statute and contract, the following definitions will prevail in the determination of granting or denying of leave under this section:
 - (1) Catastrophic Medical Emergency: A catastrophic medical emergency is one which is sudden and unforeseen, involves extraordinary illness, and requires immediate medical attention:
 - (2) Chronic Illness: A chronic illness is one in which bodily health impairment is constant and consistent and of long duration:
 - (7) The number of days in the pool each year shall be the number of employees x 2 who have converted two days of accumulated sick leave for that year. For each employee enrolled in the sick leave bank who does not use a sick leave day during the work year, two sick leave days will be contributed on their behalf to the CME-CI leave pool during the following work year.

Whenever, in any year, the total number of days of CME-CI leave in the pool has been depleted to ten (10), CME-CI members will be given the option of contributing one additional day. CME-CI leave can only be applied to an absence occurring in the same year the sick leave days were converted. Unused CME-CI leave days at the end of the school year are canceled and may not be carried forward from one year to the next.

- (8) The term "day" as used herein shall mean, for any particular eligible employee contributing to or withdrawing from the CME-CI leave plan, the number of hours that employee works on a daily basis for the Yarmouth School District.

ARTICLE 8. SENIORITY

Section 1.

- A. Two seniority lists shall be established; one covering all 12 month employees covered by this agreement and another covering all school-year employees covered by this agreement - each will list the greatest seniority first. Seniority shall be based on the employee's date of hire within the bargaining unit.
- B. **Definitions of Employment**
Permanent employees shall refer to anyone who fills a position on either a 12 month or school-year basis and has completed any required evaluation or probationary period for such position.
1. 12 month employees are regularly scheduled to work a minimum of 35 hours per week for 52 weeks. Those 12 month employees regularly scheduled to work, shall be entitled to benefits as outlined in the AFSCME Local 2010 Agreement between the School Department and the Union.
 2. School-year employees are regularly scheduled to work 40 hours or less a week during the school year. Those school-year employees regularly scheduled to work, shall be entitled to benefits as outlined in the AFSCME Local 2010 Agreement between the School Department and the Union.
- C. If a school-year employee becomes a 12 month employee, placement on the 12 month seniority list will be computed based upon the number of hours worked as a school-year employee divided by the regular amount of hours of the 12 month position.

Section 2. Seniority shall be the governing factor in all matters affecting transfer, work shift, reduction in work force, recall and vacation preference. Seniority will be determined under the provisions of Section 1C.

Section 3. In the event of promotional opportunities within the department, seniority shall be the governing factor, provided competing employees have equal qualifications.

Section 4. All new employees shall serve a probationary period of 260 days (see definitions) and shall have no seniority rights during this period, but shall be subject to all other clauses of this Agreement. Employees will not have just cause for discharge during the first 12 months of employment with the School Department.

Section 5. Promotions and Transfers. The term promotion, as used in this provision, means the advancement of the employee to a higher paying position or the reassignment of an employee - at the employee's request - to a position the employee considers to be in the best interest, regardless of the rate of pay.

- A. Whenever a job opening occurs in any existing job classification, or as a result of the development or establishment of a new job classification, a notice of such opening will be sent to the Union President and Secretary. Vacancies in bargaining unit positions shall be posted for ten (10) calendar days.
- B. During this period, employees who wish to apply for the open position or job - including employees on lay off - may do so. The application shall be in writing, and it shall be submitted to the Superintendent of Schools.
- C. The Employer shall fill the opening by promoting from the qualified applicants. The employee with the most seniority shall be awarded the job provided he/she is qualified. Seniority will be determined by using the provisions of Section 1C. If no employee is qualified, the Employer determines how the position should be filled.
- D. Any employee who transfers or is promoted to another position, shall begin an evaluation period of 45 business days as defined in Article 3A. During this time, the employee shall demonstrate that he/she can meet the requirements of the job description. In the event that the employee cannot meet the requirements, he/she shall be eligible to return to his/her previously-held position. The employee who elects to transfer to a new position may elect to return to his/her previously held position within 45 continuous business days from the date of transfer.
- E. A through D shall not apply to temporary openings (see definitions).

ARTICLE 9. LAY OFF

Section 1. In the event it becomes necessary to lay off employees for any reasons, employees shall be laid off in the inverse order of their seniority from the seniority list established under Article 8, Section 1A. Employees who are laid off shall have the right to bump less senior employees, as determined by Article 8, Section 1C provided they are qualified to perform those duties.

- A. Employees shall be recalled from lay off according to their seniority. No new employees shall be hired until all employees on lay off status desiring to return to work have been recalled. An employee recalled must agree to return to work within 15 days of notification by registered mail or forfeit all claims to a position.
- B. Any laid off employee who has been called back shall be reinstated without loss of seniority and retain his/her rate of pay in the pay scale system.

Section 2. Employees displaced by the elimination of jobs through job consolidation (combining duties of two or more jobs), the installation of new equipment or machinery, the curtailment or replacement of existing facilities, the development of new facilities, or for any other reason, shall be permitted to exercise their seniority rights as determined by Article 8, Section 1C. to transfer to any other job in the service of the Employer, providing the individual is qualified for the job.

ARTICLE 10. RATE ADJUSTMENT

Section 1. Any bus driver, custodian, secretary or other employee who performs a duty of a higher pay rate or classification than he/she normally holds, shall be paid the hourly rate of that duty or classification after successfully completing a 30 day training period. Said 30 working days must be consecutive and evidence of training must be presented and competency to do the work must be documented by the immediate supervisor. If the employee is filling a position that is modified to reflect lack of experience or inability to perform a duty, and training is not evidenced to increase ability, the employee will not receive the higher level of compensation. If the immediate supervisor knows that the employee is qualified to work in the higher pay classification without training, and the employee fully executes the duties of the higher paying position, the supervisor may indicate the higher level of pay on the employee timecard for each day worked in the higher paid position regardless of the number of days worked in said position.

ARTICLE 11. WAGES

Section 1. See Salary Schedule

July 2013-2014
July 2014-2015
July 2015-2016

Section 2. Longevity shall be calculated from date of hire within the school department. See salary schedule.

ARTICLE 12. VACATIONS

Section 1. Employees must work 25 or more regular hours per week to be eligible for paid vacations in accordance with the following schedules. See addendum for exceptions.

- a) Custodians and bus drivers who work 52 weeks per year and secretaries on the payroll 48 weeks or more per year:

year 0 through the end of the 6th year:

.965 days per month x daily hours worked

beginning of the 7th year through the end of the 14th year:

1.375 days per month x daily hours worked

beginning of the 15th year through the end of the 19th year:

1.785 days per month x daily hours worked

beginning of the 20th year and each year thereafter:

2.215 days per month x daily hours worked

- b) Employees in the school year, bus driver, and school nutrition classifications:

year 0 through the end of the 6th year: 1.1 day per month x daily hours worked
not to exceed 11 days per year.

beginning of the 7th year through the end of the 14th year: 1.2 days per month x daily hours worked not to exceed 13 days per year.

beginning of the 15th year and each year thereafter: 1.3 days per month x daily hours worked not to exceed 14 days per year.

- c) Employees in the school year secretary, school nutrition manager/bookkeeper, bus driver/clerk classification:

year 0 through the end of the 6th year:

1.1 day per month x daily hours worked, not to exceed 11 days

beginning of the 7th year through the end of the 14th year:

1.35 days per month x daily hours worked, not to exceed 14.5 days

beginning of the 15th year and each year thereafter:

1.6 days per month x daily hours worked, not to exceed 17 days

- d) For the purpose of accruing vacation an employee's years of service will be based on the anniversary date of the employee's date of hire within the bargaining unit. Employees will accrue vacation hours on a monthly basis.
- e) Probationary employees are eligible to accrue vacation from date of hire. They will be eligible to access the vacation once they have worked six months.

Section 2. Employees shall utilize vacation time during the summer months when school is not in session. However, other periods of vacation may be taken with the approval of the supervisor. If the nature of the work makes it necessary to limit the number of employees on vacation at the same time, the employee with the greater seniority shall be given his/her choice of vacation period.

Section 3. Any employee who completes the 12 month probationary period and is laid off, retired, or separated from the service of the Employer for any reason prior to taking his/her vacation, shall be compensated in cash for the unused vacation he/she has accumulated at the time of separation.

Section 4. School year employees may request payment for days when school is not in session.

ARTICLE 13. PAID AND UNPAID LEAVES

Employees who work 25 regular hours per week are eligible for paid leaves in sections 1-3. Employees who work less than 25 regular hours per week are limited to paid leave as specified in section 4. See addendum for exception.

Section 1.

Death Leave: Family or Household

In the event the death of a member of an employee's immediate family or household necessitates the employee's absence from work in order to make household adjustments, arrange for a funeral, or attend a funeral, the employee, upon request, shall receive leave with pay for each day of such absence from work, not to exceed five (5) days for each death. Said leave is not to be charged against sick leave.

Section 2.

Death Leave Close Relative or Friend

An eligible employee shall receive, if requested, full pay for time lost to attend the funeral of a close friend or relative up to one (1) day, with prior approval of his/her immediate supervisor.

In the event of extenuating circumstances, the Superintendent (or designee) may grant, upon request, an additional unpaid leave of up to two (2) days.

Section 3.

Unpaid Child/Elder Care Leave

- a. Temporary leave for up to one year from the date of commencement of the leave may be asked for reasons of child /elder care. The employer will be guaranteed the right of re-employment in the same or similar position, subject to RIF, but may re-enter the system only at the beginning of the first or second school semester, unless otherwise approved by the Committee. The employee shall notify the Superintendent's office, in writing, of the request for child/elder care leave as soon as it is known. The employee shall give written notice as soon as possible of intent to take such leave and shall indicate which semester he/she expects to return.
- b. The employee who fails to return to the employment at the end of the leave period as specified herein or as otherwise approved by the Committee shall forfeit all claims to a position in the Yarmouth School Department and be deemed to have resigned.
- c. Except as required by the Family Medical Leave Act, any unpaid leave shall be without pay, benefits, or allowances.

Section 4.

Paid Leave for Employees who work less than 25 regular hours per week.

Employees who work less than 25 regular hours per week are eligible for six (6) paid leave days, in lieu of any other leave time in this contract. The employee may request any of the six (6) days as paid leave for sick, vacation, holiday, or bereavement. The request for leave shall be made and approved in the same manner specified under the corresponding leaves in this contract.

ARTICLE 14. CALL TIME

Section 1. Any employee called to work outside of his/her regularly scheduled shift, shall be paid for a minimum of two hours at the rate of time and one-half. Call time does not include time immediately prior to or an extension of regularly schedule work period. (There must be an interruption of at least one (1) hour between regular schedule and time called to work.)

ARTICLE 15. OVERTIME AND OTHER SPECIAL RATES OF PAY

Section 1. Employees shall be paid at the rate of time and one-half the applicable rate for the work performed for all hours worked in excess of forty (40) hours per week. In addition to actual hours worked, hours compensated for sick leave, vacation and holidays shall be included as time worked for overtime computation purposes.

Section 2. Overtime work shall be distributed equally to employees working within the same job classification. The Employer does reserve the right to use spares (employees) whenever considered feasible. A record of the overtime hours worked by each employee will be posted on a bulletin board monthly, **except the Bus Drivers, Bus Drivers/Custodian and Bus Driver/Clerical will be posted on a weekly basis.** The unit president shall receive sufficient (5) copies of this report to allow posting on all union bulletin boards.

Section 3. Overnight Trips. On overnight trips, school bus drivers shall be guaranteed a minimum of eight (8) hours for each day. Saturdays, Sundays and paid holidays: minimum of eight (8) hours at the rate of time and one-half regular hourly rate. In addition, the driver shall be paid time and one-half for additional hours of work over eight (8) if required to supervise, chaperone student activities, or perform other related work while on the trip. The driver shall also be reimbursed the costs of meals and lodging, cost of meals to be reimbursed at no more than \$5.00 breakfast, \$7.00 lunch, and \$15.00 dinner (receipts required).

Section 4.

- A. Rotation lists for each job classification shall be established each month listing the employee with the least amount of overtime at the top.
- B. The opportunity to work overtime shall be offered to the employee within the job classification who is at the top of the rotation list. If this employee does not accept the assignment, the next listed employee shall be offered the assignment. This procedure shall be followed until the required employees have been selected for overtime work.
- C. Overtime work shall be voluntary; however, the employee who declines to work overtime will move to the bottom of the rotation list. An employee shall retain his/her position if the overtime work is offered less than four hours prior to the end of his/her regular scheduled work assignment.
- D. Whenever possible, all school-sponsored trips requiring a paid driver, will be awarded to a driver who is a permanent employee as long as it does not interfere with regular scheduled bus runs.
- E. **For bus drivers, extra trips will be assigned in accordance with this Article and the following provisions:**
 - 1. A rotation extra hours list shall be established each pay period. The list shall begin initially on July 1 of each year, with all drivers listed in order of seniority. Each pay period thereafter, the list shall be recalculated based on the number of accumulated actual extra hours worked, listing the driver with the least amount of extra hours worked at the top.**
 - 2. On Monday of each week, the Employer shall post, on bulletin boards and via email to all drivers, a list of all available extra bus trips for the following work week. Drivers will have until Wednesday to bid for any trips they are interested in. Drivers will indicate their preference in numerical order on the bid sheet.**
 - 3. On Friday or as soon thereafter as practical, the Maintenance/Transportation Director shall assign extra trips for the following work week in order of rotation, provided that the Director may alter the order of rotation to reduce the cost of overtime.**

4. If a driver's trip is cancelled, he/she shall be offered another unassigned trip (if any) by the Maintenance/Transportation Director. If the driver refuses the trip, the trip and all others that week shall be assigned in accordance with sections A & B.

Section 5.

- A. A banquet rate will be paid to school nutrition staff who works before or after the regular work day, established in Article 3, Section 5, and for banquet work scheduled on days when school is not in session.
- B. School nutrition managers will receive manager pay for banquet work on unscheduled work days, for time scheduled before or after the regular work day, (established in Article 13, Section 5), and for banquet work scheduled beyond their work year.

ARTICLE 16. INSURANCE AND RETIREMENT

Section 1. Worker's Compensation Insurance

The Employer shall provide Worker's Compensation Insurance. The employee shall report all personal injuries, in writing, to the Superintendent within twenty-four (24) hours of date of accident. Sick leave benefits may be applied to make up the difference between regular pay and Worker's Compensation benefits at the option of the employee, to the extent of his/her accumulated sick leave. The Employer may request confirmation from a doctor, periodically, confirming that the employee is still unable to carry on his/her duties.

To access this option, the employee must notify the payroll office in writing within the five business days immediately following the injury. If the notice is not received within this time period, sick leave shall be applied to make up the difference between regular pay and Worker's Compensation benefits as described. The employee will sign over his/her workers compensation check to the employer when received and the employee shall be credited for a pro-rata share of his/her sick time. Once the procedure is established, it shall prevail for the life of the claim.

Section 2. Health Insurance

- A. Eligibility: The employee must work a minimum of 25 hours per week to be eligible for Health Insurance. (see addendum for exceptions)
- B. The employer shall make available to those employees who are eligible, the so-called MEA Plan "Option Two" (or comparable coverage) for single, 2 adult, adult with child or family, if the employee so desires.
- C. **In 2013-14 and 2014-15, the employer will pay 100% of the prior year premium for either single, two adult, adult with child, or family for eligible 12 month employees who qualify under the criteria established by the carrier. In 2015-16, the employer will pay 92.5% of the current year premium for either single, two adult, adult with child, or family for eligible 12 month employees who qualify under the criteria established by the carrier.**
- D. **In 2013-14 and 2014-15, the employer will pay 100% of the prior year premium for single coverage for eligible school year employees who work a minimum of 25 hours per week and a minimum of 36 weeks, and who qualify under the criteria established by the carrier. In 2015-16, the employer will pay 92.5% of the current year premium for single coverage for eligible school year employees who work a minimum of 25 hours per week and a minimum of 36 weeks, and who qualify under the criteria established by the carrier.**

- E. Employees who are eligible under C or D who decline health insurance coverage and who are covered by another plan, shall be able to apply the amount specified in Table B toward a variety of insurances and tax sheltered annuities which shall include, but may not be limited to: (1) Tax Sheltered Annuities; (2) income protection for loss of time which pays a per diem allowance for time off from work due to illness or an accident; or (3) Group Life and Supplemental Insurance; or (4) an additional life insurance plan mutually agreed upon; or (5) dental insurance, (pending sufficient participation by support staff to satisfy insurance provided). A section 125 Plan for child care and medical reimbursement shall be offered to those employees who wish to participate in such a program.

<u>Table B</u>	<u>Alternative Benefit</u>	
2013-14	2014-15	2015-16
\$ 2,100	\$ 2,100	\$ 2100

- F. It is the responsibility of the employees to avail themselves of the above insurance coverage by notifying the Superintendent of School's office, in writing, prior to June 1. The coverage may be reviewed and adjustments made each succeeding June 1 for the duration of the contract.

Section 3. Social Security

The Employer agrees to continue to provide Social Security for its employees.

Section 4. Retirement Contributions

12 month employees and school year employees who work a minimum of 25 hours a week and a minimum of 36 weeks may select one, or neither of the following retirement benefits.

Option 1: The Employer shall contribute (6) percent of the employee's wages, the employee shall contribute a minimum of 5% and a maximum of 7% of his or her wages, to the ICMA Retirement Corporation Retirement Plan for those employees who wish to participate in the plan. Changes to employee contributions may only be done during the open enrollment period or due to extenuating family circumstances with approval of the Director of Business Services.

Option 2: The Employer shall provide Maine State Retirement for those employees who wish to participate as per the present contract with the Maine State Retirement System.

Section 5. Life Insurance

The Employer will pay the premium for the State Group Life Insurance Program for all eligible employees in coverage increments of \$1,000 based on annual compensation.

12 month employees and school calendar year employees who work a minimum of 25 hours a week and a minimum of 36 weeks are eligible for this benefit.

Section 6 The employer agrees to deduct Premiums for AFSCME Income Protection from the pay of any employee who voluntarily authorizes the employer to do so, in writing and to forward the deduction to the treasurer.

ARTICLE 17. DISCIPLINE AND DISCHARGE

Section 1. The Employer shall have the authority to adopt rules for the operation of the Employer and the conduct of its employees, provided such rules do not conflict with any provision of this Agreement. The parties agree that the Employer has the right of direction of the working force of the Employer, including the right to suspend or discharge for proper cause. Unless the offense is sufficiently serious to warrant immediate discharge (major rule violation), the first offense (minor rule violation) may result in a written reprimand. All reprimands, suspensions, demotions and discharges shall be for just cause (including, but not limited to, violations of any rules adopted as provided herein) and written notice of the reasons for reprimand, suspension, demotion or discharge shall be stated, in writing, to the employee affected, and copy to the chairman of the bargaining unit, within five (5) days after the effective date of the action, subject to the grievance procedure.

ARTICLE 18. SETTLEMENT OF DISPUTES

Section 1. A grievance is a difference of opinion as to the meaning and application of the provisions of this contract, or as to the compliance of either party hereto with any of its obligations under this contract. Grievances must be filed and appealed within the time limit established by each step of the procedure, or they shall be considered settled on the basis of the last answer given. If the Employer fails to answer a grievance within the time limit specified, the Union may appeal the grievance to the next step.

STEP 1

The Union steward, with or without the employee, but with signed authority by the aggrieved employee, shall take up the grievance with the employee's immediate supervisor within fourteen (14) working days of the date of the grievance or the employee's knowledge of its occurrence. The supervisor shall attempt to adjust the matter and shall respond to the steward within (10) working days.

STEP 2

If the grievance has not been settled, it shall be presented, in writing, by the Union steward or the Union Grievance Committee to the Director of Business Services, within (10) working days after the supervisor's response is due. The Director of Business Services shall respond to the Union steward or the Grievance Committee, in writing, within (20) working days.

STEP 3

If the grievance still remains unadjusted, it shall be presented by the Union steward, representative or Grievance Committee to the Superintendent of Schools, in writing, within (10) working days after the response of the Director of Business Services is due. The Superintendent of Schools shall respond, in writing, to the Union steward, representative or committee, with a copy to the President of the Union, within (20) working days).

STEP 4

If the grievance still remains unadjusted, it shall be presented by the Union steward, representative or Grievance Committee to the Employer, in writing, within (10) working days after the response

of the Superintendent of Schools is due. The Employer shall respond, in writing, to the Union within (30) working days.

STEP 5

If the grievance is still unsettled, either party may, within fifteen (15) working days after the reply of the Employer is due, by written notice to the other, request arbitration. The arbitration proceeding shall be conducted by an arbitrator to be selected by the Employer and the Union within (14) working days after notice has been given. If the parties fail to select an arbitrator, either party may request the assignment of the arbitrator by the State Board of Arbitration. The jurisdictional authority of the arbitrator is defined as, and limited to, the determination of any grievance as defined in the Article and submitted to him/her consistent with this agreement and considered by him/her in accordance with this agreement. In making his/her decision, the arbitrator shall be bound by the principles of law relating to the interpretation of agreement followed by the Maine courts and shall construe the agreement in a manner which does not interfere with the exercise of the Employer's rights, functions, duties and responsibilities to the extent that such rights are clearly, expressly and specifically limited by this Agreement. The arbitrator may interpret this agreement and apply it to the facts of the particular case submitted to him/her, but he/she shall limit his/her decision to the application and interpretation of the expressed provision of this Agreement and he/she shall be without power or authority to make any decision contrary to or inconsistent with, or to add to, subtract from, to in any way modify the express terms of this Agreement, nor shall he/she have any power or authority to limit or change any policies, practices, rules or regulations of the Employer not in conflict with this Agreement, nor shall he/she have the power to formulate any new policies, rules or regulations nor substitute his/her discretion for the Agreement.

The decision of the arbitrator shall be final and binding on the parties subject to MRSA 14, Chapter 706, Section 5938 (judicial review) and the arbitrator shall be required to issue his/her decision within thirty (30) days after the conclusion of testimony and argument. Expenses for the arbitrator's services and the proceedings shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record and makes copies available without charge to the other party and to the arbitrator.

Section 2. Grievance Committee: Employees selected by the Union and act as Union representatives, shall be known as stewards. The names of the employees shall be certified, in writing, to the Employer by the local Union, and the individuals so certified shall constitute the Grievance Committee. The Employer shall meet when necessary with the Union Grievance Committee. All Grievance Committee meetings, including the regular monthly meetings, shall be held at mutually agreed upon times. The purpose of the Grievance Committee meetings will be to adjust pending grievances and to discuss procedures for avoiding future grievances. In addition, the Committee may discuss with the Employer, other issues which would improve the relationship between the parties.

ARTICLE 19. JURY DUTY

Section 1. Employees shall be granted a leave of absence with pay any time they are required to report for jury duty or jury service, and for any mandatory court appearance on behalf of the Board in a proceeding for which the employees are not defendants. Employees shall be paid the difference between the jury duty compensation they receive and their regular wages for each day of jury service. Any payments paid by the court and received by the employee shall be turned over

to the Employer. Whenever an individual called for jury service is not picked, he/she shall report to work immediately after dismissal by the judge.

Section 2. Pledge against discrimination and coercion: Compliance shall be as per the statutes (Chapter 9-A M.M.E.L.R.I.).

Section 3. Visits by Union Representatives: The Employer agrees that accredited representatives of the A.F.S.C.M.E., whether local, council, regional, or national, shall have full and free access to the premises of the Employer to service the unit for reasonable purpose, as mutually agreed by both parties.

ARTICLE 20. WORK RULES

Section 1. All employees shall be required to report to work on time, shall not leave the job early, shall be prompt in reporting to their assigned duties, and shall faithfully perform said duties.

Section 2 Protection of Property and Equipment: It shall be the responsibility of any employee having custody of any equipment and property to see that said equipment and property is properly cared for, kept clean, and returned to its place for storage.

Section 3. An employee shall accept any reasonable work assignment by his/her supervisor or take reasonable directions from an individual designated as supervisor.

Section 4. When existing rules are changed or new rules established, they shall be posted on all bulletin boards with copies sent to all employees covered by this agreement and to become effective two (2) weeks from the date of posting/notification. The Employer agrees to furnish such employees in the bargaining unit with a copy of all existing work rules thirty (30) days after they become effective. New members shall be provided with a copy of the rules at the time of hire. Employees shall comply with all existing rules that are not in conflict with the terms of this Agreement, provided the rules are uniformly applied and uniformly enforced.

Section 5. Employer Working Rules: These rules are published for your information and to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. Employees shall conduct themselves with professional behavior acceptable for school employees in their relationships with students and adults.

The supervisor will informally communicate with the employee regarding the employee's first minor rule violation.

This informal communication shall not have the status of a formal, written reprimand and shall not be grievable.

A. Definition of Minor Rule Violations

Rule violations are of a minor nature which have little or no effect on the continuity, efficiency and safety of the school plant work, but which cannot be tolerated if repeated. Here are some samples of minor rule violations:

- 1) Excessive tardiness or absenteeism.

- 2) Failure to notify your supervisor within one (1) hour before the beginning of the morning shift or two (2) hours before the start of all other shifts on the first day of absence.
- 3) Failure to notify the immediate supervisor between the hours of 8 a.m. and 2 p.m. of the day prior to his/her intent to return to work following an absence of four (4) or more days.
- 4) Failure to observe Employer working hour schedules (starting time, quitting time, rest and meal periods).
- 5) Unsatisfactory work performance.
- 6) Loafing or other abuse of time during assigned working hours.
- 7) Interfering with any employee's performance of duties by talking or other distractions.
- 8) Leaving regularly assigned work location without notifying your immediate supervisor (personal needs excepted) unless scheduled to do so.
- 9) Performing unauthorized personal work on Employer time.
- 10) Minor violations of safety rules.
- 11) Failure to record work time as instructed.

B. Definition of Major Rule Violations

Major offenses are any willful or deliberate violations of Employer's rules or safety rules of such a degree that continued employment of the individual may not be desirable. The following are examples of some offenses which may subject an employee to immediate discharge without warning:

- 1) Any act which might endanger the safety or lives of others.
- 2) Refusal to properly perform work assigned by a supervisor.
- 3) Willful, deliberate, or repeated violation of Employer safety rules.
- 4) Leaving Employer's premises during working hours without permission of a supervisor.
- 5) Deliberately abusing, destroying, damaging or defacing school department property, tools, equipment, or the property of others on Employer's premises.
- 6) Gambling of any kind on Employer's premises.
- 7) Deliberately delaying or restricting assigned work, or inciting others to delay or restrict assigned work.
- 8) Fighting on company premises (any employee directly involved).
- 9) Bringing liquor or narcotics into the school plant, or consuming liquor or using narcotics on Employer's premises, or reporting for duty under the influence of liquor or narcotics.
- 10) Carrying firearms or other dangerous weapons on Employer's premises.
- 11) Failure to return to work on expiration of vacation or leave of absence or when called back after a lay off.
- 12) Disclosure of confidential Employer information to unauthorized person.
- 13) Theft of any kind.

- 14) Willful failure to report involvement in an accident while on Employer business.
- 15) Three (3) written reprimands over a one-year period.

ARTICLE 21. MANAGEMENT RIGHTS

Section 1. The Union recognizes the exclusive prerogative of the Employer to manage and direct its affairs in the operations and activities of the Yarmouth School Department to the full extent authorized by the laws of the State of Maine. The Employer further reserves the right to lay off for lack of work or conditions beyond the control of the Employer, or where such continuation of work would be wasteful and unproductive.

The Union recognizes that the right of contracting or subcontracting for matters relating to the Yarmouth School Department operations is vested exclusively in the Employer. The School Committee agrees to give the Union 30 days notice of its intent to contract out services for work that is acknowledged in Article 1, recognition, when no existing bargaining unit employees will be affected by reduced hours or loss of employment. If existing bargaining unit employees are affected by reduced hours or loss of employment the school committee agrees to give the Union 6 months notice of its intent to contract out services for work that is acknowledged in Article 1 recognition. If requested, the school committee will share any feasibility studies with the Union and the Union will have an equal opportunity to submit a proposal under the same terms and conditions of any other contractor or subcontractor.

The school committee agrees to require a clause in the contract with the contractor or subcontractor to consider for employment for a minimum of six months, any bargaining unit employee who's position is reduced or terminated as a direct result of the contract or subcontract.

ARTICLE 22. SAVINGS CLAUSE

If any provision of this Agreement shall be contrary to any law, such invalidity shall not affect the validity of the remaining provisions.

ARTICLE 23. NO STRIKE

Section 1. The Union agrees there shall be no strikes, slow-down, stoppage of work or any interference with the efficient management of the School Department. The School Department, in return, agrees that there shall be no lockout of employees by the Employer unless this action is necessary to maintain schools as prescribed by state law.

ARTICLE 24. UNIFORMS AND PROTECTIVE CLOTHING

Section 1. The employer will purchase and issue special safety clothing and equipment for its employees that is required of public employers by the Occupational Safety and Health Act. The employer agrees to provide a clothing allowance of \$150 to the employees who are designated as boilerpersons (limit of 2) and to provide uniforms at a cost not to exceed \$500 per year per employee to the employees who are designated as mechanics (limit 2).

ARTICLE 25. MILEAGE REIMBURSEMENT

Section 1. Any employees who use their own vehicle for travel that has been authorized by the administration, will be reimbursed in accordance with the Town of Yarmouth rate.

ARTICLE 26. DURATION OF AGREEMENT

- A. Subject to ratification by a majority vote of the bargaining unit and of the Yarmouth School Committee, the provisions of the Agreement shall be effective **July 1, 2013** and shall continue in effect until June 30, **2016**.
- B. This Agreement incorporates the entire understanding of the parties on all matters which were, or could have been, the subject of negotiations.
- C. This Agreement may be amended by mutual agreement, but shall not be modified in whole or in part by the parties except by an instrument, in writing, duly executed by both parties. It is expressly understood and agreed that this Agreement shall expire on the date indicated above.
- D. Not later than **October 15, 2015**, the Employer's Negotiating Team and the Union's Negotiating Team will meet to confer and develop ground rules for negotiating a new agreement.

In Witness thereof the parties hereto have set their hand this June 27 day of 2013.

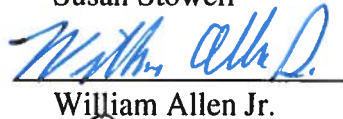
FOR THE UNION:



Susan Stowell



Lisa Bianchini



William Allen Jr.



Kathleen Darling



Local AFSCME Negotiator – Sylvia Hebert


FOR THE EMPLOYER:



Herbert Hopkins



Art Bell, School Committee



David Ray, School Committee

Wage Scale

**AFSME Local
2010
Yarmouth
Permanent Employee Salary Schedule**

	2% <u>2013-2014</u>	2% <u>2014-2015</u>	2% <u>2015-2016</u>
<u>Custodian I</u>			
(Probationary 0 to 6 Mo)	17.95	18.31	18.68
(6 Mo to 4 Years)	18.51	18.88	19.26
(5 to 9 Years)	18.62	18.99	19.37
(10 to 14 Years)	18.72	19.09	19.47
(15 to 19 Years)	18.82	19.20	19.58
(20 to 24 Years)	18.92	19.30	19.69
(25+ Years)	19.02	19.40	19.79
<u>Custodian II</u>			
(Probationary 0 to 6 Mo)	18.07	18.44	18.80
(6 Mo to 4 Years)	18.64	19.01	19.39
(5 to 9 Years)	18.74	19.11	19.49
(10 to 14 Years)	18.84	19.22	19.60
(15 to 19 Years)	18.94	19.32	19.71
(20 to 24 Years)	19.04	19.42	19.81
(25+ Years)	19.15	19.53	19.92
<u>Custodian III</u>			
(Probationary 0 to 6 Mo)	18.25	18.61	18.99
(6 Mo to 4 Years)	18.81	19.18	19.57
(5 to 9 Years)	18.91	19.29	19.67
(10 to 14 Years)	19.01	19.39	19.78
(15 to 19 Years)	19.11	19.50	19.89
(20 to 24 Years)	19.22	19.60	19.99
(25+ Years)	19.32	19.71	20.10
<u>(Painter, Driver, Driver/Custodian, Driver/Clerical)</u>			
(Probationary 0 to 6 Mo)	18.52	18.89	19.27
(6 Mo to 4 Years)	19.11	19.50	19.89
(5 to 9 Years)	19.22	19.60	19.99
(10 to 14 Years)	19.32	19.71	20.10
(15 to 19 Years)	19.42	19.81	20.21
(20 to 24 Years)	19.52	19.91	20.31
(25+ Years)	19.62	20.02	20.42
<u>Driver/Mechanic</u>			
(Probationary 0 to 6 Mo)	19.57	19.97	20.36
(6 Mo to 4 Years)	20.24	20.64	21.05

(5 to 9 Years)	20.34	20.75	21.16
(10 to 14 Years)	20.44	20.85	21.27
(15 to 19 Years)	20.54	20.95	21.37
(20 to 24 Years)	20.64	21.06	21.48
(25+ Years)	20.75	21.16	21.58

Secretary

(Probationary 0 to 6 Mo)	18.17	18.53	18.90
(6 Mo to 4 Years)	18.69	19.06	19.44
(5 to 9 Years)	18.79	19.16	19.55
(10 to 14 Years)	18.89	19.27	19.65
(15 to 19 Years)	18.99	19.37	19.76
(20 to 24 Years)	19.09	19.48	19.87
(25+ Years)	19.20	19.58	19.97

Maintenance Assistant

(Probationary 0 to 6 Mo)	19.71	20.10	20.50
(6 Mo to 4 Years)	20.35	20.76	21.17
(5 to 9 Years)	20.45	20.86	21.28
(10 to 14 Years)	20.55	20.96	21.38
(15 to 19 Years)	20.66	21.07	21.49
(20 to 24 Years)	20.76	21.17	21.60
(25+ Years)	20.86	21.28	21.70

Asst. Transportation Coordinator/Mechanic

(Probationary 0 to 6 Mo)	21.48	21.91	22.35
(6 Mo to 4 Years)	22.17	22.62	23.07
(5 to 9 Years)	22.28	22.72	23.18
(10 to 14 Years)	22.38	22.83	23.28
(15 to 19 Years)	22.48	22.93	23.39
(20 to 24 Years)	22.58	23.03	23.50
(25+ Years)	22.68	23.14	23.60

Baker

(Probationary 0 to 6 Mo)	17.98	18.34	18.71
(6 Mo to 4 Years)	18.54	18.91	19.29
(5 to 9 Years)	18.65	19.02	19.40
(10 to 14 Years)	18.75	19.12	19.51
(15 to 19 Years)	18.85	19.23	19.61
(20 to 24 Years)	18.95	19.33	19.72
(25+ Years)	19.05	19.43	19.82

Cook / Manager Additional

(Probationary 0 to 6 Mo)	16.36	16.69	17.02
(6 Mo to 4 Years)	16.79	17.12	17.47
(5 to 9 Years)	16.89	17.23	17.57
(10 to 14 Years)	16.99	17.33	17.68
(15 to 19 Years)	17.10	17.44	17.79

(20 to 24 Years)	17.20	17.54	17.89
(25+ Years)	17.30	17.65	18.00

School Nutrition Worker

(Probationary 0 to 6 Mo)	14.05	14.33	14.61
(6 Mo to 4 Years)	14.42	14.71	15.01
(5 to 9 Years)	14.52	14.82	15.11
(10 to 14 Years)	14.63	14.92	15.22
(15 to 19 Years)	14.73	15.02	15.32
(20 to 24 Years)	14.83	15.13	15.43
(25+ Years)	14.93	15.23	15.54

School Nutrition Delivery

(Probationary 0 to 6 Mo)	14.74	15.03	15.33
(6 Mo to 4 Years)	15.16	15.46	15.77
(5 to 9 Years)	15.26	15.56	15.88
(10 to 14 Years)	15.36	15.67	15.98
(15 to 19 Years)	15.46	15.77	16.09
(20 to 24 Years)	15.57	15.88	16.19
(25+ Years)	15.67	15.98	16.30

Cook / Manager / Clerical

(Probationary 0 to 6 Mo)	17.85	18.21	18.57
(6 Mo to 4 Years)	18.38	18.75	19.12
(5 to 9 Years)	18.49	18.86	19.24
(10 to 14 Years)	18.58	18.96	19.34
(15 to 19 Years)	18.69	19.06	19.44
(20 to 24 Years)	18.79	19.16	19.55
(25+ Years)	18.89	19.27	19.65

Banquet Pay	16.15	16.47	16.80
--------------------	-------	-------	-------

Longevity pay is included in pay steps.

Longevity pay apply to work within the employee's primary job classification.

Probationary Pay applies to first 6 months of compensation for all new employees.

Temporary staff shall be paid under the probationary scale for all compensated time.

Spares and substitutes shall be paid under the probationary scale for all compensated time.